

To: School Committee  
Wayland, Massachusetts

From: Committee on Library Services  
Wayland Elementary Schools

At the request of the School Committee, the Committee on Library Services met to list by chronological priority the library services it has recommended for Wayland school children. The following is the priority listing:

I. Books and a children's librarian

The committee recommends that attention be given first to providing the town library, including its branch, and the schools with children's books and that simultaneously with this effort the town secure a children's librarian. The committee recommends that the combined town and school libraries contain books for elementary school children totalling ten per child. The Wayland elementary schools have books in their classroom libraries amounting to approximately two for each of the 1072 elementary school children.

The committee recommends that the employment of a children's librarian be done jointly by the school department and the public library and that the librarian so employed serve both the schools and the public library. The committee recommends that the librarian work one day a week at each elementary school and the rest of the time at the public library.

The committee recommends that the duties of the children's librarian include the following:

- a. Enlarge and maintain public library collection
- b. make up deposits for the schools— *not practical*
- c. introduce new books to the schools
- d. tell stories in public libraries and schools

*not get  
We wish to  
maintain  
identity*

*1952 year?*

*Too much*



From the 1st of July 1952  
to the 31st of December 1952

is the period of the 1st session of the Committee on

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- e. advise teachers and principals concerning the purchase of library books for the schools

II. Building children's rooms in the public libraries

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The committee recommends that the second step be the building of children's rooms in the public libraries. These rooms would serve all the children, all the time. The children's rooms would supply books to the schools periodically.

III. Creation of school libraries and the employment of additional children's librarians.

Not  
out  
Next, attention should be given to the creation of school libraries and at the same time to the employing of additional children's librarians. School libraries afford greater availability of books to more children than the present classroom library situation. They also <sup>permit</sup> ~~limit~~ the learning of library skills and the development of <sup>the</sup> library habit. The effective operation and maintenance of school libraries will require the services of one or more additional children's librarians.

IV. Purchase of a bookmobile

The last step to be taken from the standpoint of children's library services is the purchase of a bookmobile.

A bookmobile will service all areas, including those remote from the public libraries, and it will operate the year 'round so that along with the children's rooms, it will provide books for the children when school is closed.

The committee has put the bookmobile last on the priority list for the following reasons:

1. It can only supplement and never supply the basic foundation of books or the child guidance in reading and library skills which children's rooms can provide.
2. The purchase and operation of a bookmobile would probably preclude improvements in the services which





the committee thinks are of fundamental importance.

Until a bookmobile is purchased, books can be carried by truck between public libraries and schools.

One of the eight members of the Committee submitted the following priority listing:

1. purchase of a bookmobile
2. creation of school libraries
3. building children's rooms in the public libraries

The committee considers it of utmost importance that the library book budgets for the schools be increased, not decreased because of new or improved library services. The schools have inadequate libraries. Increasing numbers of children in the schools necessitate budget increases.

Respectfully submitted,

The Committee on Library Services  
Wayland Elementary Schools

May 8, 1957





Interim Report of the  
High School Library Study Committee  
To The School Committee

The High School Library Study Committee was created by the School Committee in order to obtain advice in establishing policy regarding the library. This committee is made up of citizens, members of the teaching and administrative staffs, the high school librarian, representatives of the Town Library Trustees, and representatives of the School Committee.

This committee has held nine meetings during the current year. While the purpose of the committee was to study the problems peculiar to the high school library, it was felt that to properly evaluate this library it was necessary to consider the overall library needs, then the high school needs in relation to the overall library needs and facilities.

The meetings have, therefore, covered all phases of library activities. The committee has had meetings with the school librarian, the library trustees, the superintendent of schools, the town librarian, representatives from the Department of Education (State) specializing in library services; has reviewed films of new libraries; and has visited other libraries in the course of their investigation.







As a result of these investigations, some interim recommendations have been formulated by the committee. They are as follows:

1. Rather than combine school and public library facilities in a manner similar to that of Brookline, that a permanent advisory committee be set up to act as liaison between the two types of facilities, the committee to consist of five members - the head librarians of the two library systems , a member of the school committee, a member of the Library Board of Trustees, and one citizen member.
2. A cross file system between the two library systems be established as soon as possible.
3. Certain teachers representing various educational fields be designated to aid in the determination of new book needs for the high school library; that a specific length of time, such as a week, be allocated for this purpose; that this be added pay duty and be accomplished outside of the normal contract year and before school opens in the fall of 1959.
4. Review of the plans for the new school library revealed certain architectural features felt to be detrimental

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2. Digitized by the Internet Archive  
in 2023 with funding from  
Wayland Free Public Library

3. Certain teachers representing various educational fields be designated to aid in the determination of new book needs for the high school library; that a specific length of time, such as a week, be allocated for this purpose; that this be added pay duty and be accomplished outside of the normal contract year and before school opens in the fall of 1932.

4. Review of the plans for the new school library revealed certain architectural features felt to be detrimental



to good library administration. It is therefore requested that Mr. Charles Peters and Miss Bailey of this committee, the School Building Committee or representatives of same, the architect, and a specialist in library architecture meet and review the plans as soon as possible.

5. That the committee reconvene in September 1959 for further study of the high school library, including such topics as:
  - (a) Should the school library be open to the public?
  - (b) Should there be consolidation of purchasing, repair, cataloging, and bibliography between the two library facilities?
  - (c) Staff, administration and operation of the new library.

Respectfully submitted,

HIGH SCHOOL LIBRARY STUDY  
COMMITTEE





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3. Certain teachers representing various educational fields be designated to aid in the determination of new book needs for the high school library; that a specific length of time, such as a week, be allocated for this purpose; that this be added pay duty and be accomplished outside of the normal contract year and before school opens in the fall of 1959. This should be a continuing yearly function if possible.
4. Review of the plans for the new school library revealed certain architectural features felt to be detrimental





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- (a) Should the school library be open to the public?
- (b) Should there be consolidation of purchasing, repair, cataloging, and bibliography between the library facilities?
- (c) Staff, administration and operating of the new High School library.
- (d) The role of special educational aids relative to the library.

Respectfully submitted,

HIGH SCHOOL LIBRARY STUDY COMMITTEE





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MINUTES OF THE EIGHTH LIBRARY STUDY COMMITTEE MEETING

The eighth meeting of the Library Study Committee convened at 8:00 P.M., May 21 at the High School.

The following members were present:

Faculty and High School Staff

John H. Lindsey  
Albert W. Burns  
Helen Timson  
Ruth Bailey  
Edward C. Barry

Citizens

Mary C. Lincoln  
Ruth B. Simoni  
Ray Thomas  
Charles H. Peters

The meeting started with informal discussion of the two schools previously visited (Brookline and Acton). The meeting then moved to the Principal's office where plans for the library in the New High School were seen. After returning to the meeting room, the apparent difficulties of properly operating the school library efficiently and to its full potential were discussed at length in relation to the plant that would be provided in the New High School.

Upon the arrival of the Chairman, the specific questions asked in Item 5 of the minutes of the fifth meeting were reviewed and considered for inclusion in the interim report. The actual recommendations, were to be drafted at the next meeting. It was decided that these questions would be acted on in the following manner at the next meeting:

- A. "Should the two libraries be merged and under what direction?" - would be considered.
- B. "Should cross-files be established?" - would be considered.
- C. "Should the library be open to the public?" - consideration would be delayed to next year.
- D. "Should there be consolidation of purchasing with a coordinator doing cataloging and bibliography?" - consideration would be delayed to next year.
- E. "How should existing High School Library be split between the junior high school and high school, both of which it is now serving? This is the sole province of school administration and finance and should be left to the persons or committees concerned.

It was further decided that two additional items should be added to the list for immediate consideration and inclusion in the interim report.

- F. Staff administration and operation of the New High School library and changes in the plans for same which should be effected to facilitate better operations and administration.
- G. Allocation of teachers' time to library needs.

It was agreed that the committee's considerations and recommendations concerning the four above items would be decided the next or final meeting of the school year, after which an individual member or certain members would draft the report distributing two copies to each member, who in turn would return one with







any comments. Upon receipt of these comments, the above individual or individuals would prepare the finished interim report for submission to the School Committee and School Building Committee.

Respectfully submitted,

Charles H. Peters

